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9 November 1953

PERSONNEL DIRECTOR MEMORANDUM NO. -53

SUBJECT: Training Program of the Personnel Career Service

1. Introduction. The Personnel Director, with the advice of the Personnel Career Service Board, is currently developing new programs to accomplish the most effective utilization and progressive development of the members of the Personnel Career Service. These programs include the preparation of realistic recommendations for the career of each individual, and the continuous planned increase of the individual's qualifications to meet anticipated personnel requirements. The implementation of these programs requires the development of a comprehensive training program for the members of the Personnel Career Service.

2. Objective. The primary objective of the training program is to provide the career employee with opportunity for training which will equip him to perform most effectively both in his assigned position and field of specialization, and in progressively more responsible and broader assignments during his career with the Agency. Training is thus planned and made available on an individualized basis whenever possible, and is designed to implement the career development plan of the individual.

3. Personnel to Whom the Program Applies. All members of the Personnel Career Service (employees who have the career designation CD-PE) will participate in the program. *Drake?*

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4. Types of Training. The following types of training will be available to members of the Personnel Career Service:

a. Training in the duties of their assignments, and internal training and rotation in the various functions of the personnel activity to which they are assigned (e.g., section, branch, division).

b. Orientation, training or rotation among the various functions within the Personnel Career Service, including the personnel activities of all components of the Agency.

c. Indoctrination, orientation and training offered by the Office of Training (including basic intelligence training, and management and supervisory training).

d. Seminars and courses sponsored by other components of the Agency.

e. Rotation assignments to other components of the Agency.

f. Training available in other government agencies and in educational institutions.

5. Requests for Training. Each request for training of the types indicated above (with the exception of intra-division rotation and training, and after-hours instruction outside CIA) must be approved by the Personnel Director with the advice of his Career Service Board. The request may be initiated by the employee himself or by a supervisory line official, and will be submitted through appropriate channels to the Personnel Career Service Board, together with concurrences or non-concurrences and reasons therefor.

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6. Expanded Responsibilities of the Training Liaison Officer. The responsibilities of the Training Liaison Officer, as specified in PDM No. 31-52, are extended to include similar responsibility for liaison with respect to the training of CD-PE personnel who are not assigned to the Personnel Office.

7. Training Officers Within the Personnel Office. The Chief of each Division or Staff within the Personnel Office will designate a key member of his staff who, in addition to his other duties, will serve as Training Officer for all CD-PE employees assigned to the component. The primary duties of a Training Officer include the following:

a. To advise the Chief of the component on all matters pertaining to the training and orientation of CD-PE personnel assigned to the component, and of CD-PE personnel attached to the component for the purpose of receiving training.

b. To advise CD-PE personnel assigned to the component with respect to existing training opportunities and ways of applying for such training.

c. To advise and assist supervisors within the component with respect to preparing individual recommendations for the orientation and training of CD-PE personnel.

d. To perform a continuous evaluation of all training and indoctrination in personnel functions which is being conducted within the component, and to submit recommendations to the Chief of the component.

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concerning the improvement of such training activities.

e. To take action to ensure that the personnel files of all CD-PE employees assigned to the component contain adequate records of the training which they complete.

f. To prepare training records and reports concerning CD-PE employees and to maintain training progress charts as requested by the Chief of the component and the Personnel Director.

g. To perform such other training duties as may be requested by the Chief of the component, or by the Personnel Director with the advice of the Personnel Career Service Board.

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8. Training Officers Outside the Personnel Office. A Training Officer has been designated within the DD/P organization to perform the same duties for all CD-PE personnel as are performed by the Training Officers within the components of the Personnel Office. With respect to matters involving the types of training offered by or arranged through the Office of Training, he will establish the necessary liaison through the services of the Training Liaison Officer of the Personnel Office. Similar arrangements will be made with other major components as necessary.

9. Records of Training Completed.

a. All orientation or training completed by an individual will be recorded by the appropriate Training Officer in a Training Record Form (this form is being developed and copies will be distributed to each Training Officer in the near future). The completed Training Record Form will be placed in the individual's personnel file. Any

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orientation or training which was completed prior to the issuance of this memorandum and which is not recorded in the individual's personnel file will also be recorded and placed in the file as indicated above.

b. Each member of the Personnel Career Service is responsible for notifying his Training Officer concerning orientation or training of any type which he has completed. It must be emphasized that the Training Officer will not be able to contact each individual periodically to inquire concerning training which may have been completed, and the employee himself must assume the initiative in this respect. The Chief of each Division or Staff within the Personnel Office will, therefore, ensure that each CD-PE employee within his component is informed of procedures for recording the completion of training. Within the DD/P organization, this responsibility is assumed by the Training Officer for CD-PE personnel.

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